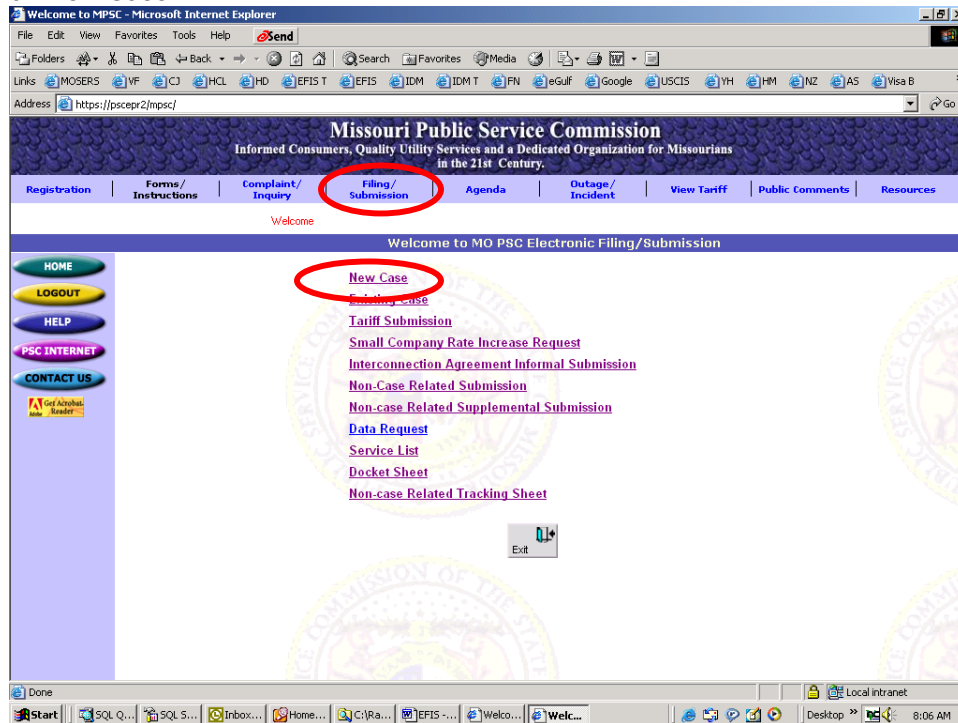


Missouri Public Service Commission

EFIS – How do I file a New Case?

In order to file a new case, you are required to obtain User ID using [How do I get my User ID?](#). Log on EFIS using [How do I log on EFIS?](#). Click on Filing/Submission menu option and then click on New Case link.



You will get following New Case Filing screen.

The screenshot shows the 'New Case Filing' screen with the following fields and annotations:

- Step 1: Select Utility type** points to the 'Utility Type' dropdown menu, which is set to 'Electric'.
- Step 2: Select Type of Filing** points to the 'Type of Filing' dropdown menu, which is set to 'Application'.
- Step 3: Select Type of Case** points to the 'Type of Case' dropdown menu, which is set to 'Rate Case - Large Utilities'.
- Step 4: Select Company for which you are filing on Behalf of.** points to the 'Filing on Behalf of' dropdown menu, which lists several companies: AmerenUE-Investor(Electric), Aquila Networks-MPS-Investor(Electric), and Boone Electric Cooperative-Cooperative(Electric).
- Step 5: If the filing is related to an existing Small Company Rate Case, Tariff or Complaint/Inquiry, etc. enter Tracking Number. You may enter multiple Tracking Numbers if applicable.** points to the 'Related Informal Tracking No.' and 'Selected Tracking Nos.' text input fields.

Step 5: If the filing is related to an existing Small Company Rate Case, Tariff or Complaint/Inquiry, etc. enter Tracking Number. You may enter multiple Tracking Numbers if applicable.

Step 4: Select Company for which you are filing on Behalf of.

The Drop Down will contain only those Companies for which you are designated as their Contact. If you do not see the company for which you wish to file on behalf of, please contact the Company and ask them to add you as their contact.

Missouri Public Service Commission

EFIS – How do I file a New Case?

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Address

Step 6: If the Type of Case is a CLEC Application, please denote Service Area and Type of Service Offered.

Step 7: Enter Style of Case, i.e., In the Matter of . . .

Welcome

New Case Filing

If type of case is CLEC application complete the following 2 fields.

* Service Area

* Type of Service Offered ☐ Residential ☐ Business ☐ Prepaid

* Style of Case

(Allows only 500 characters)

* Title of Filing/Submission

(Allows only 250 characters)

* Clear and Concise Statement of Relief Requested

(Allows only 250 characters)

* Indicate Cite for Commission Authority

Data Request Contact Person (Optional)

Step 8: enter Title of Filing/Submission as it appears on the pleading.

Step 9: Enter Clear and Concise Statement of Relief Requested

Step 10: Enter Cite for Commission Authority; if not applicable, enter N/A

Done

Start SQL Q... SQL S... Inbox... Home... P:\Ro... EFIS... Welco... Welc... New ... Desktop 8:28 AM

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Welcome

New Case Filing

HOME LOGOUT HELP PSC INTERNET CONTACT US

Data Request Contact Person (Optional)

First Name

Middle Initial

Last Name

Street Address

Mailing Address (If different from above)

City

State

Zip Code -

Phone - Ext

E-mail Address

SI.No. Attachment(s) Security Level

Step 11: If Data Request Contact Person information is available at the time of filing a New Case, please enter pertinent information; if not, you may skip this section.

Step 12: Click on Continue Button

Continue

Done

Start SQL Q... SQL S... Inbox... Home... P:\Ro... EFIS... Welc... New ... Local intranet Desktop 8:35 AM

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EFIS – How do I file a New Case?

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HOME | LOGOUT | HELP | PSC INTERNET | CONTACT US | TASK LIST | RECALL TASKS | ADMIN | STAFF ASSIGN

Minimum Filing Requirements

Is your Filing/Submission in compliance with (Check all applicable boxes)

- ☐ 4 CSR 240-2.060 Practice & Procedure
- ☐ 4 CSR 240-2.065 Practice & Procedure
- ☐ Any other applicable rules

Continue | Waiver Request | Back

Step 13: If your filing is in compliance with the Minimum Filing Requirement, check the applicable check boxes or enter applicable rule.

Step 14: Click on Continue Button

You will receive following Attachment screen.

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Filing/Submission - Attachment(s)

(Allow only 250 characters)

Browse...

DISCLAIMER: It is the sole responsibility of the person or entity submitting a "public" version of the Missouri Public Service Commission (MoPSC), to take appropriate measures to ensure that any hidden "confidential" information is to the best of his or her knowledge, information and belief, non-viewable, non-searchable and non-reversible. Attachments to such complaints are automatically considered highly confidential. Only the Public Service Commission staff have access to the information entered or attached. (Please review declaration page.)

☐ Public ☐ Highly Confidential ☐ Proprietary

Delete	Attachments	Security Level
<input type="checkbox"/>	test document.pdf	Public
<input checked="" type="checkbox"/>	test document 1.pdf	Highly confidential
<input type="checkbox"/>	test document.pdf	Proprietary

Attach | Done with Attach | Delete | Back

Note: You cannot use any special characters (%&^*#@) in filenames except an underscore or hyphen.

Step 1: Click on the Browse Button to select your document for attaching.

Step 2: Denote Security Level for your document.

Step 3: Click on Attach button.

Step 4: After all of your attachments are made, click on Done With Attach button.

Note: You may make multiple attachments by selecting a document, its security level and then clicking on Attach button.
It is the filer's responsibility to denote correct security level on every document.

Missouri Public Service Commission

EFIS – How do I file a New Case?

Welcome to MPSC - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Links MOSERS VF CJ HCL HD EFIS T EFIS IDM T IDN eGulf Google USCIS YH HM NZ AS Visa B

Address https://pscpr2/mpsc/

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Filing/Submission - Attachment(s)

HOME (Allows only 250 characters)

If you need to remove an item from the Attachment list, check the Delete Checkbox and then Click on Delete button

The Attachment list contains the Security Level selected for each document.

Delete	Attachments	Security Level
<input type="checkbox"/>	test document.pdf	Public
<input checked="" type="checkbox"/>	test document 1.pdf	Highly confidential
<input type="checkbox"/>	test document.pdf	Proprietary

Attach Done with Attach Delete Back

You will return to New Case Submission screen.

Welcome to MPSC - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Links MOSERS VF CJ HCL HD EFIS T EFIS IDM T IDN eGulf Google USCIS YH HM NZ AS Visa B

Address https://pscpr2/mpsc/

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Welcome

New Case Filing

HOME LOGOUT HELP PSC INTERNET CONTACT US

Middle Initial
Last Name
Street Address
Mailing Address (if different from above)
City
State MO
Zip Code
Phone
E-mail Address

Step 15: Click on Service List button

Sl.No.	Attachment(s)	Security Level
1	test document.pdf	Public
2	test document 1.pdf	Highly confidential
3	test document.pdf	Proprietary

Service List Attach Exit

Missouri Public Service Commission

EFIS – How do I file a New Case?

On Subscriber Input screen, select a party to the case.

Step 16: Select Company Name, Name of the person and then click on Add button. You may select multiple persons by selecting Company Name, name of Person and then clicking on Add button.

Step 17: Once you are done with selecting all parties to the case, click on Continue button

You will return to New Case Submission screen.

Step 18: Click on Submit button. You will receive warning messages. Depending on your response to those warning, click on either OK or Cancel button.

You may make additional attachment(s) by clicking on Attach button

Sl.No.	Attachment(s)	Security Level
1	test document.pdf	Public
2	test document.1.pdf	Highly confidential
3	test document.pdf	Proprietary

On successful submission, you will receive a confirmation message (similar to following).

Your submission to ER-2007-0026 has been successfully submitted.